

How to file utility certificates on the online portal of the United Arab Emirates Ministry of Economy¹

Where to register a utility certificate:

Please enter the eService section of the United Arab Emirates (UAE) Ministry of Economy (MoE) website: <u>eServices | Ministry of Economy - UAE (moec.gov.ae)</u>. Please scroll down to the "Patents and Industrial Design Services", by clicking on "Start" many further options will appear. For registration purposes please use the very first option "Apply for Utility Certificate".

Patents and Industrial Design Services	This services related to patents and industrial models, where the customer can submit an application online to obtain a patent or temporary protection for an invention, drawing or model, in addition to the services related to agents of industrial property registration, owners, undertaking and registration of licensing, and registration, modification or termination of the license.
Register Patents	← Service details ← Start the service
Apply for Utility Certificate	← Service details ← Start the service
Apply for Industrial Design	← Service details ← Start the service

The button "Service details" will provide you with structured information about the Service Fees, Conditions and Requirements, Required Documents and Steps and Procedures. We recommend you to become familiar with this information. Please make sure you have prepared all the required documents before the registration, as an upload of those is part of the registration. You also can find a checklist for the required documents in the appendix of this handbook.

Apply for Utility Certificate This service allows customers to submit an official request to the Development of		Required Documents	\$ *
Innovation in the Economy and Patents Department (DIEPD), in order to obtain an innovation utility certificate. This certificate protects the innovation of a technical idea, using the rules of nature - insofar as shape, structure or contribution of subjects. A	+- Start Service	National persons verifying in the URE MANUATORY - Personal information - Claims Divable, Englishi	Steps and Procedures
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¹ The information in this handbook reflects the status of the Ministry of Economy's process and <u>platform</u> in November 2023. Please inform AD.iP if you think any information is missing or incorrect.



By choosing the second button "Start the service" you will be forwarded to the page where you can start the application procedure. For getting started please click on "+" on the right side under the menu "New Application" on the upper left side of the window.

Services	
🕂 New Application 🔨	
Register Patents	New Application
Apply For Utility Certificate	+ ()
Apply for Industrial Design	+ 0

The system will ask you to sign in to the portal if not happened yet (UAE residents can sign in with UAE-PASS).

Jsername *		
A Username		🔞 Sign in with UAE PASS
Password*		A single trusted digital identity for all citizens, residents and visitors
Forgot Username?	Forgot Password?	Employee login
Stay signed in		

Starting the utility certificate application process:

On the left top of the page, you can see the status progress of the "Fill Application" action. The button "Show/Hide Details" will hide or show the shortcuts and the field "Percentage Of Completion". By using the shortcuts, the system will jump to the specific action field.



Apply For Utility Certificate	
Status : Fill Application In progress	Shortcuts
Actions Templates E Steps Required Documents Receipts, Downloads & Informati	@ Links
Percentage Of Completion : 6% Fill Application Thursday 02 November 2023 09:06 AM	>
In progress	
Reference Number Creator Name Creation Date MOE-DIP-94-4315077-2023110 name.lastname@mail.com 02/11/2023 12:06 PM	

Below you will see the Reference Number that was generated by the system automatically. The data about the creator (filled automatically when signed in with UAE-PASS) and the date and time of the creation of the registration task.

Bibliographics:

The registration procedure can be performed in two different input methods.

First (default) is "Input Bibliographical Information" manually by following the seven steps as shown on the page.

Bibliographic	s					
Input Method	al Informatio 🗸 🗸					
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The second input method is the option to "Upload Bibliographical Information". By choosing this method in the drop-down menu a new window appears. There you will find three different Excel files. Please download "Utility.xlsm" for the utility certificate application and fill out the required fields in the Excel file. By uploading the file to the MoE portal the bibliographical information will be entered automatically. The next step is the upload of all the further required documents (see Check List in the Appendix).



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In the following this handbook is describing the first method "Input Bibliographical Information" and will lead you from step to step.

<u>Step 1 – Application Information:</u>

Please tick mark the checkbox for "Fee Reduction Application" if applicable. The first field "Application Type" is a drop-down menu that gives you're the possibility to choose between the options "Original Application", "Divisional Application" or "Additional Application". The field next to it is the "Applicant Type"-field. Here again we have a drop down where we can choose between the options "Company", "Natural Person", "SMEs", "Educational Institutes (Univ.) an "Students or staff of educational institutes". Please note that the fees can vary depending on the chosen "Applicant Type", so please make the correct choice here. If you have a pending PCT application², please enter the data into the fields "PCT Application Information" and "Filing Date". Next enter the "Titel" and "Abstract" of your application in the provided fields. Please note that these fields are mandatory and require the entry of information in Arabic and English. Further you can optionally enter the "No. Of Claims" and "International Patent Classification".

² PCT application = Patent Cooperation Treaty application is an international patent application that has been filed at the WIPO (World Intellectual Property Office)



	1- Application Information				
	Application Information				
Original Application 🗸		Application Type *	Applicant Type *	Applicant Type *	
Original Application	Fee Reduction Applicable	Original Application	Company	Company	
Additional Application	PCT Application Information	Filing Date		Company Natural Person SMEs Educational Institutes (Univ.) Students or staffs of educational institutes	
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	Abstract (English)	ĥ	Abstract (Arabic)	h	
	No. Of Claims	International Patent Classification			
	No. Of Claims	International Patent Classification			
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Please note that all fields marked with * are mandatory.

As last option you can add "Temporary Protection" in case that you have published your invention on an exhibition in the provided fields Country, Exhibition Name, Exhibition Opening Date and Date of Protection.

Temporary Protection			
1 Delete			
Country	Exhibition Name	Exhibition Opening Date	Date Of Protection
UNITED ARAB EMIRATES ~	Exhibition Name	Exhibition Opening Date	Date Of Protection
		Show Less 	
+ Add Temporary Protection			
Next >			

As soon as you have entered all the relevant data you can click on "Next" and get to the second step of the registration procedure.

Step 2 – Applicants:

The step Applicant(s) is dealing with all the required applicant information. In the first upper left field "Legal Nature" you get two options in a drop-down menu. Please choose whether your legal nature is qualified as "Company", "Natural Person", "SMEs", "Educational Institutes (Univ.)" or "Students or staff of educational institutes". The field "Nationality" offers a list of different countries in a drop-down menu. Further please add the "Name" of the applicant in Arabic and English languages.



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	Applicants	Nationality *
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Educational Institutes (Univ.) Students or staffs of educational institutes	Name (Arabic) *	Name (English) *

As next the Address should be entered in the fields. Please note that you need to provide it in both languages, Arabic and English. In addition, the "Country Of Residence" can be chosen from the dropdown list. In the case the United Arab Emirates have been selected as residence, the field "Emirate" appears. This field provides you with a drop-down list where you can select one of the Emirates. Next to the mandatory field "Email", please enter your address and contact details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number.

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1	+ Add Applicants < Previous Next >			

In case the registration should be made by more than one applicant please use the field "+Add Applicants" and repeat the steps describes above. As soon as all the details are entered click on "Next" to complete this step and get forwarded to the next step.

Recommendation: Please note that you have the possibility to save your "uncompleted" registration by clicking on the "Save as Template" button that is visible in every step.

A Submit Application	☺ Cancel Application	₿ Save As Template	🖨 Print



Step 3 – Inventors:

On this page the details of the inventor(s) should be entered. First enter the Name in English and Arabic language in the two upper fields and choose the nationality from the drop-down menu.

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involved in the invention creation as an inventor. By clicking on the same fields as described above will appear.



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	Name (English)		Name (Arabic)	
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	UNITED ARAB EMIRATES V	Abu Dhabi (AUH) - Al Ain is a part of AUH	Zip / Postal Code	P.O. Box
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Please repeat this process for every inventor. As soon as all the details are entered click on "Next" to complete this step and get forwarded to the next step.

<u>Step 4 – Representative:</u>

The top three fields of the page that are marked in rose color are filled automatically by the system with the details of the signed person/representative. Please note that it is not possible to change them manually.

In the next step please enter the address in the foreseen fields. Please note that you need to provide it in both languages, Arabic and English. Furthermore the "Country Of Residence" must be chosen from the drop-down list. In the case the United Arab Emirates have been selected as residence, the field "Emirate" appears. This field provides you a drop-down list where you can select one of the Emirates. Next to the mandatory field "Email", please enter your details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number.



		4- Repre	sentatives		
	Representative				
	1 B Delete				
	Name (Arabic) *		Name (English) *		
Filled			ú		
automatically	Agent Registration No				
	Agent Registration No				
	Resident Address (Arabic)				
	Address 1 *		Address 2		
	Address 1		Address 2		
	City/Province				
	City/Province				
	Resident Address (English)				
	Address 1 *		Address 2		Emirate* Zip
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Country Of Residence * Emirate *					Sharjah (SHJ) Umm Al Quwain (UAQ) None
UNITED ARAB EMIRATES Abu Dhabi (AUH) - Al Ain i ANDORRA	Other Details				- None
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Please also provide the information if the entered Person is representing all applicants by tick marking the checkbox. If you have more than one applicant and at least one of them needs to be represented by the registered UAE agent, please specify this fact in the last field on the right. Here again you can

add further Representatives by clicking on + Add Representative and entered the details as explained above.

As soon as all the details are entered click on "Next" to complete this step and get forwarded to the next step.

Recommendation: Please save your "uncompleted" registration by clicking on the button that is visible in every step.

Step 5 – Correspondence:

In this step the contact details for correspondence should be specified. The DIP e-Service is a correspondence channel by default, nevertheless you can choose "Additional Delivery" by choosing a preferred option from the drop-down menu for the corresponding documents. The next two fields "Name (Arabic)" and "Name (English)" are marked in rose color and are filled automatically by the system with the details of the signed person/representative. Please note that it is not possible to change them manually.

As next the Address of the above person / representative should be entered in the fields. Please provide it in both languages, Arabic and English. Furthermore the "Country Of Residence" can be chosen from the drop-down list. In the case the United Arab Emirates have been selected as residence,



the field "Emirate" appears. This field provides you with a drop-down list where you can select one of the Emirates. Next to the mandatory field "Email", please enter your details into the fields, Zip/Postal Code, P.O. Box, Telephone Number, and Fax, Number.

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In comparison to the steps 2 to 4 here you are not able to enter further contact person for the correspondence. The person / representative who is signed to the MOE portal and finally submit the application will be the contact for all the correspondence.

As soon as all the details are entered click on "Next" to complete this step and get forwarded to the next step.

Step 6 – Priority:

This step is focused on the priority information and is the last step of manual edition. Please choose the "Country" of the priority document in the drop-down menu. "Enter the Priority Number" and "Priority Date" into the provided fields. For further priorities please use the "+ Add Priority Information" tab and enter the details as explained before.

		6- Priority	Information	
	Priority Information			
Country Of Residence Emirate Emirate	1			
ANCOURS DEMANDE	Country UNITED ARAB EMIRATES	Priority Number Priority Number	Priority Date	
ALBANIA ARMENIA NETHERLANDS ANTILLES		Show	Less 🛠	
ANGOLA BERSIMMAN INTE BENDEERTY NEW (ARIBIN)	+ Add Priority Information			



In case of a "Request For Restoration Of The Right Of Priority" please provide the "Priority Number" and enter the "Reason Of Request" into the fields. Next please tick mark the "Incorporation By Reference Of Earlier Application(s)" and enter the details into the field below.

Other Request		
Request For Restoration Of 1	Right Of Priority	
Priority Number		
Priority Number		
Reason Of Request		
Reason Of Request		
Incorporation By Reference	Earlier Application(s):	A A
Earlier Applications Which Cont	t Are Incorporated By Reference In The Present Application:	
Earlier Applications Which Cont	Are Incorporated By Reference In The Present Application:	

As soon as all the details are entered click on "Next" to complete this step and get forwarded to the next step.

<u>Step 7 – Attachments:</u>

The Step 7 is the last step in the registration procedure. Please upload all the in advance prepared documents in the PDF format of a maximum file size of 80 MB. Please note that it is only allowed to upload one file at one section. Make sure that you have all the relevant documents uploaded before submitting the application. For orientation use the checklist that you can find in the Appendix of this handbook. In case that some documents are not ready to file, please make sure to click on "Save as Template" to avoid losing work that has already been done.



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Power of Attorney (pdf)	 Assignment (pdf) Upload 	Sequence listing	 Proof of applicant types Upload
rther Examination			

After a successful upload please click on "Submit Application" to hand in your application to the UAE MoE.

Further options allow you:

- to "Cancel Application
- to "Save and Continue Later" e.g., if you were not able to fill out all fields at a time.
- to "Save As Template" for further re-use of the document
- to "Print" for your documentation

If you are looking for personal support regarding the utility certificate application, please contact our experts directly: [link to contact form/Online chat facility/IP Service Providers]



APPENDIX

Checklist – required documents

- □ Application Form
- □ Abstract (Arabic) (pdf)
- □ Abstract (English) (pdf)
- □ Assignment (pdf)
- □ Bibliographic Information (xls or xlsx)
- □ Certified copy of priority application (pdf)
- \Box Commitment To Submit Documents Belonging To Application
- □ Claims (Arabic) (pdf)
- □ Claims (English) (pdf)
- □ Description (Arabic) (pdf)
- □ Description (English) (pdf)
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